



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

UOW SAFE@WORK

FIELDWORK AND OFF- CAMPUS ACTIVITIES SAFETY MANUAL AND GUIDELINES



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1 Introduction

The University has a duty of care under the NSW Work Health Safety Act 2011 to ensure the health, safety and welfare of workers and other parties (including students, collaborators and volunteers) and this duty extends to work undertaken during fieldwork or whilst undertaking off-campus activities. This manual and guidelines set out the minimum safety requirements for fieldwork and off-campus activities.

Fieldwork and off-campus activities can be diverse in nature, may take place in unfamiliar surroundings and in environments, which could be potentially hazardous. In addition some tasks/activities can involve a potentially high level of risk to the health and safety of the participants. Furthermore, some tasks/activities are often undertaken at locations that isolate participants from ready access to emergency services.

It is the responsibility of all workers and students undertaking the fieldwork or activities off-campus to adhere to the policies, codes and rules set out by the University. Workers or students found in breach of these requirements will be disciplined according to the appropriate UOW policy.

The purpose of these guidelines is to ensure that when fieldwork or off-campus activities are undertaken:

- potential and existing hazards are identified and documented; and
- identified risks are controlled, as far as is reasonably practicable

2 Scope

This document outlines the requirements for the undertaking work or activities other than University controlled work environments. Fieldwork varies in nature and duration and refers to trips, excursions, tours, camps or similar activities including

- Bushwalks;
- Visits to public places, galleries, exhibitions;
- Visits to rural and remote areas;
- Water, agricultural, surveying or construction activities;
- Research activities (including conducting interviews, geological, environmental or biological sampling and any of the above activities undertaken overseas);

It does not apply to the following activities:

- Attending conferences, seminars or training courses;
- Student work placement activities or work experience programs as part of study carried out at non-university facilities. For these activities, refer to the [UOW Student Professional Experience Code of Practice](#).
- Off-shore teaching at other institutions;
- Working from home;

3 Definitions

The following definitions apply to this document:

<i>Dynamic risk assessment</i>	The continuous process of identifying hazards, assessing risk, taking action to eliminate or reduce risk, monitoring and reviewing, in rapidly changing circumstances.
<i>Fieldwork</i>	Work undertaken off campus to gain data/information, but does not include conferences, meetings, development leave, visits to other institutions or training courses.

<i>Fieldwork Leader</i>	An individual who has been assigned by the supervisor as the person in charge in the field. They should have been assigned the role by virtue of their skills, knowledge and experience in the particular field operation. The Fieldwork Leader may be a member of staff, post graduate, research student, volunteer, honorary fellow or collaborator
<i>Fieldwork participant</i>	An individual who is undertaking fieldwork, at any level of responsibility including Volunteer, student or Fieldwork Leader. This does not refer to interviewees for the purposes of these guidelines.
<i>Low risk activities</i>	Activities undertaken at locations such as other research institutes, public places, galleries or industry locations where the purpose of the visit is to view a collection or demonstration, or take a guided tour and not actively participate in experiments, studio work or clinical work. The risk assessment for these activities may identify that that emergency equipment and that first aid trained staff may be not be required.
<i>High risk activities</i>	<p>These activities require participants to have specific skills or qualifications examples include:</p> <ul style="list-style-type: none">▪ boating▪ diving and snorkeling▪ working near cliffs or on rock platforms▪ working with high voltage equipment▪ handling hazardous substances▪ working in extreme climates▪ working at heights▪ operating heavy machinery or equipment▪ potential contact with venomous or poisonous organisms▪ remote fieldwork <p>All high-risk activities require the high-risk field work emergency action plan to be completed.</p>
<i>Independent Fieldworker</i>	An individual who is undertaking fieldwork on their own. An Independent Fieldworker has the same responsibilities as a Fieldwork Leader. A Supervisor must only approve appropriately skilled and experienced staff and students to carry out independent fieldwork activities. In these situations, a more detailed fieldwork communication and emergency response plan may be required. High-risk fieldwork must never be carried out independently.
<i>Other activities</i>	All other activities where active research is being undertaken or where other activities are being undertaken such art projects, collecting samples or participating in sporting activities must complete a risk assessment taking into account all foreseeable hazards.
<i>Remote Fieldwork</i>	<p>Remote fieldwork is defined as being work carried out in locations where it is difficult to summon help and/or where emergency assistance is expected to be more than 1 hour away. Examples include:</p> <ul style="list-style-type: none">▪ working more than 5km from a town, farmhouse or other facility with fixed telephone or radio communications (even if personal communications equipment, e.g. mobile phone, is carried);▪ working in off-road in areas where very little traffic is likely or where hills, dense timber or other topographic features would make it difficult to summon help;▪ marine work carried out in open water; <p>All remote activities require the high-risk field work emergency action plan to be completed.</p>
<i>Safety contact</i>	Is a person who has specific roles and responsibilities related to the safety of the field team. They maintain contact with the field team and can initiate an emergency response in case of no contact or missed contact

<i>Supervisor</i>	A staff member who is responsible for the overall safety of all participants in the field and who has the authority to direct and influence actions of all participants in the field. For students this is generally the academic supervisor or the teaching staff member directing the fieldwork. The Supervisor need not be present on fieldtrips.
<i>Volunteer</i>	Is a person willing to participate in the fieldwork activities, who is offering their time and services for the benefit of someone else. A volunteer is under no obligation to attend the workplace or perform work and they do not expect to be paid. They are expected to comply as far as they are reasonably able, with any reasonable instruction issued by the Fieldwork Leader in the same way as a worker or student.

4 Responsibilities

4.1 Head of Unit

The head of unit must

- Ensure that adequate resources have been allocated for carrying out the fieldwork in accordance with the fieldwork risk assessment;
- Ensure that supervisors, staff and students are aware of their health and safety responsibilities for the fieldwork;
- Ensure that appropriate records relating to fieldwork are kept according to legislative requirements. This includes completion and records management for the documents including fieldwork risk assessment, training qualifications etc; Approve any high risk fieldwork activities;
- Any fieldwork activities undertaken by the head of unit must be approved by their immediate supervisor;

4.2 Supervisor

The supervisor must

- Supervise the development of, review and approve, fieldwork risk assessments and any other fieldwork documentation carried out by staff, students, collaborators and volunteers under their supervision;
- Provide appropriate supervision to ensure that all participants comply with the fieldwork risk assessment including staff, students, collaborators and volunteers;
- Appoint a second in charge for when the supervisor is unavailable;
- Ensure induction and training for fieldwork participants, is provided where necessary;
- Ensure permission to work in restricted areas which include national parks and catchment areas has been obtained;
- Advise participants of their obligation to take appropriate medical advice and disclose any limitations imposed by their health, which may affect their ability to safely participate in the fieldwork;
- Ensure that appropriate safety and first aid equipment and personnel is available;
- Ensure the provision, maintenance and proper use of Personal Protective Clothing and Equipment (PPE) associated with the fieldwork;
- Ensure that corrective actions are implemented for all incidents involving fieldwork;
- Ensure visitors are made aware of, and abide by WHS requirements;
- Ensure all relevant processes are followed and adhered to in the field

4.3 Fieldwork Leader

Fieldwork Leader(s) must:

- Conduct a risk assessment on the fieldwork to be undertaken, ensure that any actions required prior to commencement of the fieldwork have been completed and obtain approval from the Supervisor (and Head of Unit - if applicable);
- Provide active and visible safety leadership during the fieldwork activities;
- Provide direct supervision to ensure that all participants comply with the risk controls identified in the fieldwork risk assessment and limit fieldwork to activities to those in the approved fieldwork risk assessment;
- Establish and make understood a clear chain of command;
- Manage and monitor all fieldwork communication devices;
- Ensure that regular check-ins with the nominated Safety Contact are carried out in accordance with the requirements of the fieldwork emergency action plan;
- Carry copies of all fieldwork documentation for the duration of the fieldwork activity including any permits or license's required;
- Ensure that fieldwork activities do not put other members of the wider community at risk of injury or illness and inform the public when fieldwork is likely to affect public areas;
- Ensure only trained participants use specialised equipment or carry out specialised tasks;
- Account for all fieldwork party members at every stage of the fieldwork;
- Ensure all members of the fieldwork adhere to local, state, federal and international laws at all times;
- Comply with relevant UOW policy, procedures and guidelines including [WHS Risk Management Guidelines](#), [Working Alone and After Hours Work Guidelines](#);
- Report incidents, accidents and near misses ASAP to the supervisor and any injuries must also be reported to the WHS unit ASAP;

4.4 Fieldwork participants

Each participant in a fieldtrip is responsible for ensuring

- they follow any policies and procedures;
- they follow instructions given by the fieldwork leader;
- they complete the participant or unpaid work engagement form and disclose any medical conditions to the supervisor;
- carry any required medications for personal use;
- they attend the safety briefing or are given information about hazards that might be encountered in the field;
- they wear any personal protective equipment and clothing required;
- they complete any required training;
- report any hazards or incident to the fieldwork leader;
- their actions do not put others at risk;

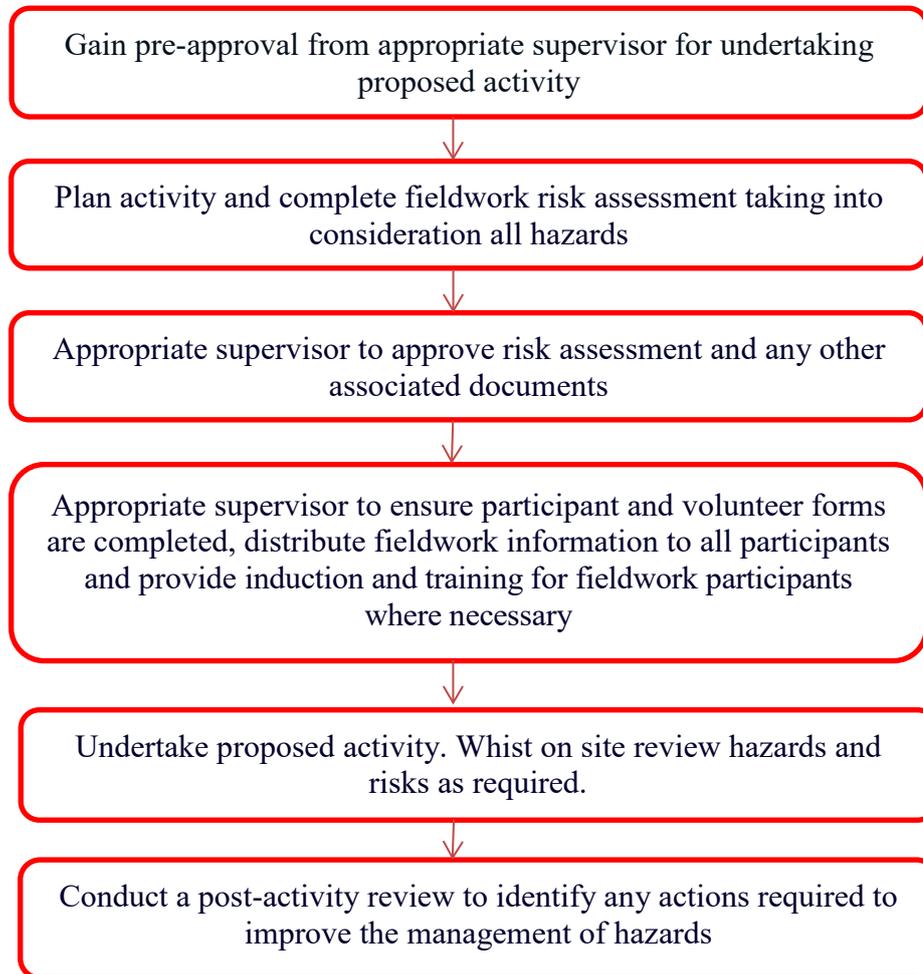
4.5 Safety contact

The nominated safety contact is responsible for

- understanding the process to follow in case of a missed contact or missed check in and where necessary initiating the emergency response process;
- initiating an emergency response process in case of a missed contact/or missed check in;

5 Fieldwork and Off Campus Planning

5.1 Fieldwork and Off-Campus planning and risk assessment process



5.2 Fieldwork and Off-Campus planning considerations

Proper planning is probably the most important part of undertaking activities off-campus. Most problems will be avoided by taking proper precautions before going off-campus. This means equipping participants with the proper skills, equipment required for the type of work or activity they may be undertaking and any other requirements such as relevant vaccinations.

Appendix 1 lists planning requirements and Appendix 2 lists things to consider before going off-campus. Where appropriate, the supervisor should contact the WHS Unit and/or seek appropriate advice for issues that are not specifically addressed in these sections.

Because of the broad nature of activities that may take place during fieldwork there are many UOW policies, procedures and guidelines that may apply and it is the responsibility of the supervisor, workers and students to review any which may apply. There may also be local school/unit procedures and policies in place that must be adhered to whilst undertaking certain activities. The following are some UOW policies and guidelines, which apply to fieldwork activities ([Refer to Working Safely for more](#)).

- [First Aid](#)
- [SafetyNet: Hazard and Incident reporting](#)
- [Working with hazardous chemicals and dangerous goods](#)

- [Biosafety Manual](#)
- [Immunisation guidelines](#)
- [Personal Protective Equipment & Clothing Guidelines](#)
- [Safe use of Mobile Phone Guidelines](#)
- [Safe use of Remotely Piloted Aircraft Guidelines](#)
- [Working with Sharps Guidelines](#)
- [Policy on Alcohol and Drugs in Employment](#)
- [Working Alone and After Hours Work Guidelines](#)
- [Thermal Comfort](#)
- [High Risk Fieldwork Emergency Action Plan](#)
- [Marine Emergency Action Plan – MEAP \(currently specific to Biology\)](#)
- [EPIRB field work emergency register](#)
- [SCUBA Diving Manual](#)

6 Fieldwork and off-campus activity risk assessment

It is a requirement to conduct a risk assessment for all fieldwork and off-campus activities including low risk activities.

6.1 Dynamic risk assessment

Due to the unpredictable nature of the hazards involved in fieldwork and off-campus activities, it is important that the risk assessment be reviewed as necessary whilst in the field to ensure the safety of all participants. These types of assessments do not need to be documented but should be taken into account when conducting post-activity de-briefs to identify any ways in which the management of fieldwork hazards can be improved. Some conditions requiring a review would include

- Changes in the environmental conditions such as a rapidly approaching weather system, flash flooding, bush fire or any conditions that you may have not been aware of at the time of the initial risk assessment such as fallen trees across a walking track;
- Injury/Illness to participant which may affect their ability to continue performing the required tasks such as a sprain or strain;
- Personal threat to an individual / or the group; or
- Equipment /Vehicle breakdown or failure;

The dynamic risk assessment process is outlined in figure 1.

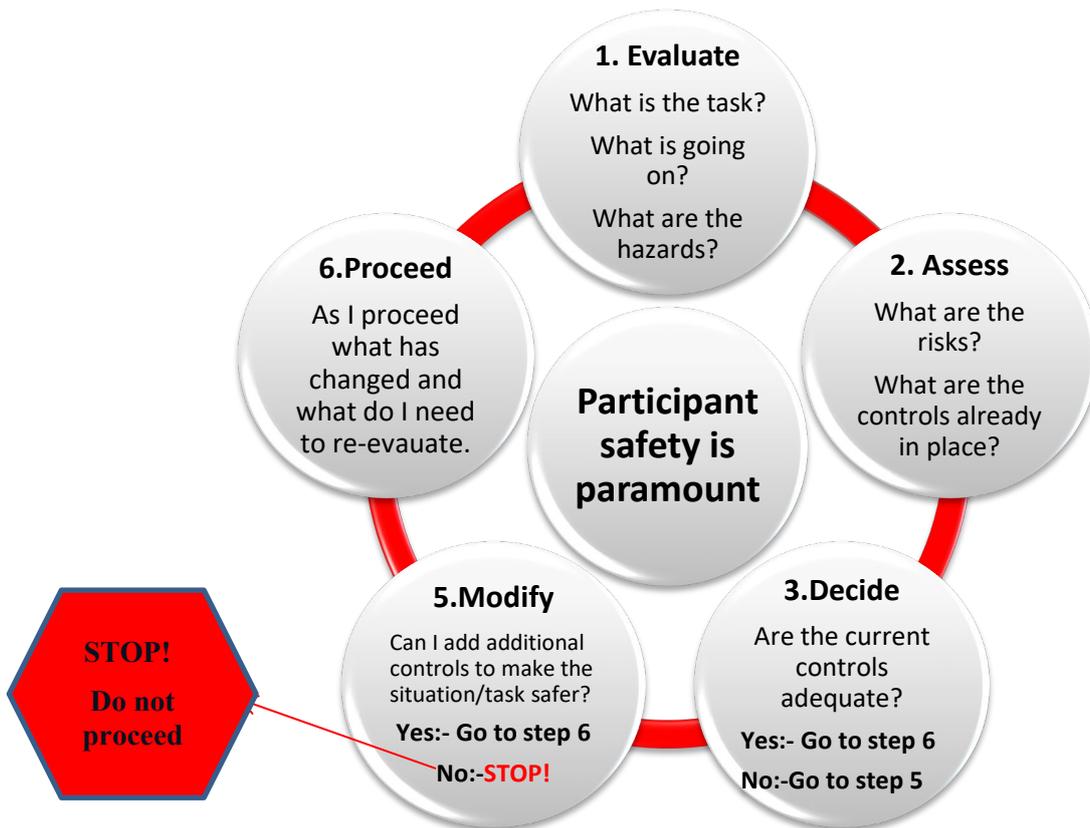


Figure 1: Dynamic risk assessment process

7 Safe Work Procedures

The supervisor should ensure that safe work procedures are developed for regular or repeated activities that pose a risk to health and safety. The safe work procedures will outline the steps involved in the task/activity and specify how risk associated with identified hazards will be eliminated or reduced. Refer to the [Safe Work Procedures Guidelines](#) for assistance in developing a safe work procedure.

8 Incident reporting

All incidents are to be reported to your supervisor ASAP and all injuries which require any medical assistance/treatment must be reported to both the supervisor and the Universities Injury management coordinator on **0409 457 851 or 42213931** ASAP to ensure that the appropriate treatment and cover for any costs is approved and obtained.

9 Insurance Liability and Cover

Supervisors should ensure they have knowledge of the extent of insurance provisions for the various categories of fieldwork participants where applicable including (Refer to Appendix 4):

- Staff;
- Students;
- Volunteers;
- Collaborators;
- Honorary Employees.

Insurance provisions for vehicles and equipment should also be clarified with the Procurement Manager, Financial Services.

Fieldwork participants should be informed of the extent of insurance provisions prior to commencing the fieldwork.

10 Review

In order to ensure that these guidelines continue to be effective and applicable to the University, it will be reviewed on a 3 yearly basis by the WHS Unit in consultation with the WHS Committee. Conditions, which might warrant a review of the guidelines on a more frequent basis, would include:

- Reported hazards or injuries.
- Non-conforming systems.
- WHS Committee concern.

11 Related Documentation

- [UOW Risk Management Guidelines](#)
- [UOW Personal Protective Equipment and Clothing Guidelines](#)
- [UOW Air and Health Monitoring Guidelines](#)
- [UOW WHS Policy](#)
- [Work Health and Safety Act 2011 NSW](#)
- [Work Health and Safety Regulation 2011 NSW](#)
- [First Aid](#)
- [SafetyNet: Hazard and Incident reporting](#)
- [Working with hazardous chemicals and dangerous goods](#)
- [Biosafety Manual](#)
- [Immunisation guidelines](#)
- [Personal Protective Equipment & Clothing Guidelines](#)
- [Safe use of Mobile Phone Guidelines](#)
- [Safe use of Remotely Piloted Aircraft Guidelines](#)
- [Working with Sharps Guidelines](#)
- [Policy on Alcohol and Drugs in Employment](#)
- [Working Alone and After Hours Work Guidelines](#)
- [Thermal Comfort](#)
- [Scuba Diving Operations Manual](#)
- [Marine Emergency Action Plan](#)
- [High Risk Fieldwork Emergency Action Plan](#)
- [EPIRB](#)

Appendix 1 Fieldwork planning requirements

Requirements for all activities
<input type="checkbox"/> Risk assessment completed on SafetyNet taking into account all hazards that may be encountered and has been approved by the appropriate supervisor
<input type="checkbox"/> Travel plans/ itinerary have been attached to risk assessment (Add maps/ GPS coordinates of locations where possible)
<input type="checkbox"/> Any permits/ licences have been checked (Vehicles, boats, specialised equipment, permits to access areas or private land, visas, biosecurity permits for importing specimens)
<input type="checkbox"/> All participants have completed Fieldwork Participant form (including the fieldwork leader)
<input type="checkbox"/> All volunteers have completed Volunteer Acknowledgement form
<input type="checkbox"/> All participants and volunteers have received safety briefing / or information about hazards
<input type="checkbox"/> All equipment has been checked for compliance (including electrical testing and tagging)
<input type="checkbox"/> Supervisory ratios determined (based on level of risk)
<input type="checkbox"/> Any vaccinations have been obtained prior to travel (Refer to the UOW Immunisation Guidelines)
<input type="checkbox"/> Emergency equipment and first aid requirements determined (based on level of risk)
<input type="checkbox"/> Emergency plans and communication methods determined
<input type="checkbox"/> Considerations for persons with disabilities have been determined
<input type="checkbox"/> Personal protective equipment requirements have been determined
<input type="checkbox"/> Transport arrangements have been determined
<input type="checkbox"/> Accommodation arrangements have been determined
<input type="checkbox"/> Catering arrangements have been determined
<input type="checkbox"/> Strategies to manage driving and/or work fatigue have been determined
<input type="checkbox"/> Staff have completed travel forms
Additional Requirements for Independent activities
<input type="checkbox"/> Only experienced and trained persons to undertake fieldwork independently
Additional Requirements for high risk and remote activities
<input type="checkbox"/> High risk fieldwork emergency action plan completed
<input type="checkbox"/> 1 senior first aider (as a minimum)
<input type="checkbox"/> 2 different forms of communication determined
Additional Requirements for boating and water craft activities
<input type="checkbox"/> Lifejackets and safety equipment checked. Refer to RMS website for specific equipment checklists and requirements
<input type="checkbox"/> Local boating procedures/guidelines given to participants
<input type="checkbox"/> 2 different forms of communication
<input type="checkbox"/> Marine Emergency Action Plan – MEAP to be completed for open water or marine activities
Additional Requirements for off-road driving
<input type="checkbox"/> Off- road driver training
Additional Requirements for diving and snorkelling
<input type="checkbox"/> Dive proposal completed. Refer to UOW Scuba Diving Operations Manual
Additional Requirements for Overseas fieldwork
<input type="checkbox"/> International risk management plan completed where required
<input type="checkbox"/> Staff and students have registered with customer care

Appendix 2: Considerations for activities/hazards

This table outlines considerations for off-campus activities and hazards. This list is not exhaustive and for any specialist advice supervisors and participants can contact the WHS unit or seek appropriate advice for issues that are not specifically addressed in this section.

General Considerations for off-campus activities	
Safety briefings	All participants and volunteers must have received safety briefing / or information about hazards before undertaking the activity. Briefing sessions must be conducted prior to commencing the fieldwork to ensure participants have time for preparation such as acclimatising, medical counselling or acquiring clothing. All participants must be familiar with the requirements of the fieldwork risk assessment. Once arrived at site a brief orientation for participants should occur to make them familiar with the area. It is also recommended that post-activity debriefs occur to identify ways to improve the risk management of any fieldwork activities taking into account any incidents /hazards reported during the activities.
Logistics	Consider accommodation needs, catering arrangements, availability/ suitability of water, Clothing and Protective equipment. Will you have enough food/water in case of an emergency situation? General and specific checklists can be developed to ensure nothing is omitted in the packing process.
Transport/vehicle	Consider the types and numbers of vehicles needed (for example 4WD vehicles for off-road driving and hiring buses for large groups), will assistance be available in case of breakdown, legal requirements for vehicles, breaks and schedules for long distance driving. In station wagons and open cabin vehicles, safety screens or nets to be installed to prevent equipment entering the passenger section during sudden stopping. Storage containers such as roof racks and trailers must not be overloaded to ensure safe driving.
Location specific	Consider the nature of the work and the area where it is to be done, including its remoteness, terrain, likely weather conditions including possible weather extremes (For Working in Hot/ Cold environments refer to Thermal comfort guidelines), hygiene at the site (facilities to wash hands etc), will permits be required to access areas, possibility of encountering dangerous animals or plants (or people!). A map of where activities are taking place and/or itinerary must be attached to the risk assessment to assist in case of emergencies.
Supervision requirements	Supervision ratios should be determined based on the experience of participants and the risks involved. How many staff are required for the number of students? Remote and high risk work must not be carried out independently.
Participant needs and skills	All participants must complete fieldwork participant form and volunteers must complete unpaid work engagement form and disclose any medical conditions to the fieldwork supervisor. It is the responsibility of participants to carry any required medications for personal use and have medical clearance from their medical practitioner to perform any activities that may impact on an existing medical condition. It is not appropriate for participants with a potentially life threatening medical condition to participate in fieldwork activities at remote locations. Other participant/individual considerations include: <ul style="list-style-type: none"> ▪ Are specialist skills or training required ?(For example licenses to operate equipment or is training required to perform a task) ▪ Are participants appropriately experienced? ▪ Considerations for participants with disabilities. Will they need extra assistance or require any special needs. For information about supporting students with disabilities on fieldtrips contact the UOW student disability services.
Vaccination requirements	Some activities which may require immunisations include working with animals, working with untreated water or soil, working overseas and working in remote areas (Refer to the UOW Immunisation Guidelines)

First aid	Consider the nature of injuries that could occur whilst undertaking the proposed activity, the number of participants and the distance from immediate emergency assistance. This will assist in determining the type of first aid kit needed and the number of first aiders required. The table in Appendix 3 outlines the minimum requirements for higher risk activities.
Equipment	Consider all of your equipment requirements and any specialist equipment requirements including personal protective equipment and clothing. Will you need manual handling aids to lift and move heavy equipment? All equipment, vehicles and tools must be checked for safety compliance prior to work commencing (Including electrical testing and tagging requirements).
Communication and emergency requirements	For remote and high risk fieldwork the fieldwork emergency action plan must be used to outline the methods and frequency of communication and any specific emergency procedures/equipment (and attached to the risk assessment). For all fieldwork consider the types of communication methods needed. Are mobile phones sufficient? Is there email access? How remote is the location? Are there communication devices for all vehicles in a fieldwork party? Is a GPS tracking device or satellite phone required? For remote and independent work at least 2 methods of communication must be carried at all times. Where possible, contact should be made at agreed intervals with a nominated safety contact person. In some locations it may be more appropriate to set-up an alternate arrangement for communication for example with a local police station or a national parks office. The key principle is that communication occurs regularly and an emergency back-up plan is in place if contact is not made. The safety contact must be informed of the process to follow in case of a missed check in or contact.

Considerations for Independent activities

High risk and remote work must not be carried out independently.

Conducting face to face interviews	<p>Only experienced interviewers should be conducting face-to-face interviews and focus groups as an independent fieldworker. Researchers without experience should receive on the job training from their supervisor or their nominee and must be accompanied by another researcher until they are fully trained and competent.</p> <p>To reduce risk all fieldworkers conducting face to face interviews should carry the following:</p> <ul style="list-style-type: none"> ▪ mobile phone – personal or University provided ▪ first aid kit for motor vehicle journeys ▪ UOW photo ID card ▪ Consider the need for having a GPS location device or app installed on your mobile phone <p>Other ways to reduce risks during face to face interviews include:</p> <ul style="list-style-type: none"> ▪ Arranging interviews in daylight hours ▪ Travelling only in daylight hours and following the driving controls ▪ Having established communication and emergency plans in place. At the time of the interview, the researcher should inform the responsible or designated officer or callback person when they have arrived at interview location, have moved from one location to the next and when they return safely to their home or accommodation. Should the researcher fail to notify safe arrival by the agreed time the nominee should attempt to contact them and their home. Failing that, a concern for welfare must be lodged with the police. ▪ Where possible interviews should be arranged in public places ▪ If an interviewee becomes aggressive or makes personal threats terminate the interview process immediately ▪ If travelling to an unfamiliar location or site consider taking another staff member or support person
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Considerations for Remote land based activities

2 different forms of communication methods must be carried at all times whilst working in remote areas.

Logistics	<p>Enough food and water must be carried in case of emergency.</p> <ul style="list-style-type: none"> ▪ Adequate safe drinking supply. ▪ Adequate safe food supplies (non-perishable goods are recommended for long periods away from fresh food sources)Refer to Safe food handling guidelines.
First aid	At least 1 Remote first aid trained person. See Appendix 3.
Vehicles	<p>For remote field activities the following is recommended:</p> <ul style="list-style-type: none"> ▪ Spare fuel tanks or extra jerry cans on racks on the vehicle. ▪ Carry spare fan-belts for power steering, air-conditioner and alternator. ▪ Winches should be fitted to all special purpose off-road vehicles. ▪ A second battery with isolating diodes should be fitted to provide reserve power for radio communication, refrigeration etc. ▪ A spare water tank/s with sufficient capacity for the party and the location

Considerations for Overseas fieldwork

International risk management plan completed where required	Overseas fieldwork should be planned and conducted in accordance with the requirements for all fieldwork, but variations in climate, infrastructure, culture and politics can impact on the safety and health of people engaged in fieldwork overseas. These aspects should be assessed as far as possible prior to departure on the field trip.
Taking preventative measures to prevent deep vein thrombosis	<p>Whilst travelling on a long journey, particularly on a long-haul plane trip:</p> <ul style="list-style-type: none"> ▪ Exercise your calf and foot muscles regularly ▪ Every half hour or so, bend and straighten your legs, feet and toes when you are seated. ▪ Take a walk up and down the aisle every hour or so, when the seatbelt signs are not switched on. ▪ Make sure you have as much space as possible in front of you for your legs to move. So avoid having bags under the seat in front of you and recline your seat where possible. ▪ Take all opportunities to get up to stretch your legs, when there are stops in your journey. ▪ Drink normal amounts of fluid to avoid a lack of fluid in the body (dehydration). ▪ Do not drink too much alcohol.
Vaccinations	Always seek medical advice (advice should be sought at least 8 weeks form departure) about any immunisations required when travelling overseas or refer to the Australian Governments Smart Traveller website.

Considerations for off road driving

2 forms of communication methods , Off-road driver training and recovery equipment for vehicles (such as snatch straps/winches).

Considerations for long distance driving

Rest-breaks	<p>On completion of each period of 2 hours driving, a person who has driven continuously should take a rest period of at least 20 minutes away from the vehicle. Some form of light exercise is required, e.g. walking. Where staff and students are sharing the driving, it is recommended a change of driver takes place every 2 hours. The distance that can be reasonably covered during a day will be governed by the vehicle, terrain, number of drivers and speed limits. Factors such as general safety, road and weather conditions should be taken into account as well as driver fatigue when planning the trip. After a person has been the sole driver of a vehicle for three consecutive days and driven for 6-8 hours each day, the fourth day should be a non-driving day.</p>
8hrs maximum driving time	Driving should take up no more than 8 hours in a 24 hour period. The total time spent travelling, including breaks, should not exceed 12hours, even when two or more staff or students share the driving.
Limit night time driving	Be especially careful when driving long distances in the early afternoon or at night. Rest periods or driver relief should occur more frequently at these times. In unfenced areas,

	reduced speeds should be used when driving dusk-to-dawn due to the risk of hitting wildlife.
Consider stopping in bad weather	Similarly reduce speeds when driving in dangerous weather conditions such as storms, fog, and heavy rain. Never attempt to drive through flood waters.

Considerations for carrying gas cylinders /hazardous substances/dangerous goods

Requirements for carrying gas cylinders in vehicles	<ul style="list-style-type: none"> ▪ SCUBA tanks and oxy-viva cannot be stored inside the vehicle. They must be stored separately (inside the canopy or trailer). ▪ All gas cylinders (including LPG cylinders) are to be transported as per the storage and handling of gas cylinder guidelines. No gas cylinders should be transported inside a vehicle or in the boot of a car or in the back of a station wagon ▪ Consider manual handling aids for larger cylinders ▪ If possible have cylinders delivered to site by provider.
Requirements for transporting dangerous goods and hazardous substances	<ul style="list-style-type: none"> ▪ All containers must be labelled appropriately ▪ Dangerous goods during transport are subject to the ADG Code Dangerous goods transported by air must be packaged by a licenced dangerous goods handler. Minor transport of hazardous chemicals and dangerous goods for purposes such as fieldwork, must comply with the relevant guidelines and SDS including segregation from food stuffs, and as appropriate labelling and signage. Hazardous chemicals and dangerous goods should not be transported within the cabin of the vehicle.

Considerations for working near water/ on rock platforms

Where there is a risk of participants being swept away by waves or fast flowing water lifejackets or safety lines must be used	Lifejackets must be suitable for the intended wearer, in good condition and serviced at least every 12 months (or at longer intervals in accordance with manufacturer's instructions). For more information, refer to the RMS website.
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Considerations for Boating or using other water craft such as kayaks

Lifejackets	Lifejackets must be suitable for the intended wearer, in good condition and serviced at least every 12 months (or at longer intervals in accordance with manufacturer's instructions). For more information, refer to the RMS website.
Licensed operators for boating activities which require a license	For more information, refer to the RMS website.
Safety/emergency equipment carried and checked for compliance	For specific checklists for boating and watercraft activities. Refer to the RMS website.
For open water marine activities EPRIB and Marine radio must be carried	Licensed operator for radio use. Marine Emergency Action Plan – MEAP to be completed

Considerations for Diving and snorkelling

Requirements	Comments
Dive proposal completed	Refer to UOW Scuba Diving Operations Manual

Appendix 3 Minimum first aid requirements

The following table outlines minimum first aid requirements for fieldwork.

Fieldwork Type	Minimum Requirements	Preferable (based on remote criteria)
Remote (land-based)	1 x Senior First Aider	2 x Senior First Aiders (one with Remote First Aid)
Working Near Water	1 x Senior First Aider	2 x Senior First Aiders (one with Remote First Aid)
Remote (water-based, i.e. Boating)	1 x Senior First Aider	2 x Senior First Aiders (one with Remote First Aid)
Scuba Diving/Snorkelling	2 x Senior First Aiders 2 x Oxygen Resuscitation First Aiders	2 x Senior First Aiders (one with Remote First Aid)
<p>Note :If the fieldwork being undertaken in remote location fulfils more than 1 of the criteria below at least one person on the field team MUST be trained in Remote First Aid:</p> <ul style="list-style-type: none"> ▪ assistance >1hr away and/or >100km; ▪ Mobile phone coverage low or not guaranteed; ▪ Location has no vehicle access; 		

Appendix 4 Information on Insurance Provisions

	<u>Insurance provided</u>
<u>Workers</u>	<p>Workers are covered under Workers Compensation which is a form of insurance payment to employees if they are injured at work or become sick due to their work.</p> <p><u>The University of Wollongong is self-insured</u></p>
<u>Volunteers</u>	<p>Students and Volunteers are covered under UOW's Personal Accident Policy.</p> <p>This policy provides cover for declared volunteers of the University whilst on volunteer work on behalf of the University.</p> <p>Protection is subject to certain terms, exclusions, conditions and limitations which can be viewed in the Policy Wording and Product Disclosure Statement (PDS).</p> <p>https://www.uow.edu.au/services/finance/volunteer/index.html</p> <p>All Volunteers of the University must complete a Volunteer Acknowledgement (now Unpaid Work Engagement Form) with the event coordinator and/or supervisor. These forms are then kept within the Faculty/Department. In the event of a claim the Volunteer will need to provide a copy of this form with their claim to show that the Volunteer was <u>authorised</u>.</p> <p>We recommend that Faculties/Departments keep a record of the number of volunteers that work on their behalf as it is important to declare this to Financial Services annually during the insurance renewal process.</p>
<u>Students</u>	<p>Students of the University are also covered under the Personal Accident Policy described above.</p> <p>In the event of an incident Australian Legislation requires that the claimer must first claim expenses through:</p> <ol style="list-style-type: none"> 1. Private Health Cover (if available) 2. Then Medicare 3. Then an Insurance claim <p><u>Travel Insurance (Domestic >50km & International) (for Volunteers, staff and students)</u></p> <p>The University maintains both a current travel insurance policy to cover students and staff whilst overseas on authorised university business or travelling Domestically (>50km from Wollongong). It is up to the individual who is travelling to read the Product Disclosure Statement (PDS), Policy Wording and Policy Schedule.</p> <p>https://www.uow.edu.au/services/finance/travel/index.html</p> <p>PLEASE NOTE - Which policy is used for a particular claim is decided based on the event that has occurred. I.e. it may be best to use Travel Insurance for a particular incident instead of the Personal Accident Insurance.</p>

PUBLIC LIABILITY

Everyone undertaking fieldwork with the University of Wollongong is protected under Public Liability Insurance. Public Liability insurance protects the business and people working for that business against the financial risk of being found liable to a third party for death or injury, loss or damage to property. If anyone is found to be intoxicated during an incident all cover will be void.